



Commonwealth Major IT Project Status Report Dashboard Access Policy & Procedure

EFFECTIVE DATE: 1 Sep 2005 v1

PURPOSE: To establish a consistent policy and procedure at the Virginia Information Technologies Agency (VITA) to control access to Commonwealth Major IT Project Status Report Dashboard.

SCOPE: All individuals requesting access to Commonwealth Major IT Project Status Report Dashboard.

STATEMENT OF POLICY: Access to the Commonwealth Major IT Project Status Report Dashboard is managed by the Project Management Division.

STATEMENT OF PROCEDURE:

To Request Access to the Commonwealth Major IT Project Status Report Dashboard:

The Commonwealth Major IT Project Status Report Dashboard login is available at <http://apps.vita.virginia.gov/Dashboard/>. When major IT projects are approved for development, user accounts are automatically established for project manager and agency sponsor. Additional accounts can be requested by contacting pmd@vita.virginia.gov or vccc@vita.virginia.gov to request access. Requests should include name, agency, email address, phone number, role requested (see below) and reason for request. PMD researches and approves or denies the request. PMD notifies the user of the status of their access request by email.

Changes to existing User Accounts:

The "Manage Your Information" page within the Commonwealth Major IT Project Status Report Dashboard allows updating of personal information (name, phone number, and email address) and changing of passwords.

Changes in roles can be requested by contacting pmd@vita.virginia.gov or vccc@vita.virginia.gov. The Dashboard incorporates a multi-level status report creation and approval process. Six roles are defined for Dashboard users:

(1) Project Manager -Agency individual appointed and given responsibility for management of the project.

Dashboard role: Create Status Reports, Manage Project Information.

(2) Agency Viewer -Agency CIO or Agency Management that is involved in projects of the Agency.

Dashboard Role: View status reports and project background at the agency level.

(3) Agency Sponsor - The agency executive who makes the business case for the project; in effect the "owner" of the project.

Dashboard Role: Approve Status Reports.

(4) Proponent Secretary

The Secretary that oversees the agency conducting the project.

Dashboard role: Evaluate Status Reports.

(5) Enterprise

PMD Staff or others designated by PMD to view.

Dashboard role: View status reports and project background at the Enterprise level.

(6) Commonwealth CIO

Required by code to periodically review major IT projects.

Dashboard Role: Comment on Status Reports.

Deactivating User Accounts

Contact pmd@vita.virginia.gov or vccc@vita.virginia.gov to request deactivation of user accounts. Requests for deactivation should include name, agency, email address, phone number and reason for request. PMD reviews project accounts for deactivation when a project closes out.

Periodic Review of User Accounts

PMD reviews user account for deactivation in May and October of each year. User accounts not associated with an active project or providing oversight to active projects will be deactivated by PMD.

ASSOCIATED
POLICY/

PROCEDURE: None

AUTHORITY

REFERENCE: Code of Virginia, §§ 2.2-2005 – 2.2-2032
(Creation of the Virginia Information Technologies Agency; "VITA";
Appointment of Chief Information Officer (CIO))

OTHER

REFERENCE: None